

Government Travel Card Application

These are the forms needed to apply for a Government Travel Card if you have never had one. Please print them out and then fill them out as eligible as possible. Send the first page of the application, Statement of Understanding, Certificate of Completion of the Online Training and the Credit Worthiness Evaluation form (DD Form 2883) if applicable to:

Ms. Christine Garcia
USPFO Admin
47 Bataan Boulevard
Santa Fe NM 87508

Important information:

- If you have had a Government Travel Card before please call me first.
- It can take as long as three weeks to receive your card once I have a properly completed application, statement of understanding, and certificate of completion of the online training.
- If you check the box for expedited delivery **YOU** will be charged \$20 and the Government will not reimburse you for it.
- In the signature and agreement section where you must choose A or B **you must initial** A or B **not** a check mark or an X. If you initial at line A your credit report will be checked and if your credit score is low you will not receive a card. If you initial at line B your credit report will not be checked. It is much safer to initial at line B.
- If you enter a P.O. Box as your primary mailing address you must check the box which states “Physical Address, if required” and enter your physical address below.
- **Do not** check the box which states “Alternate Mailing Address (for newly issued card only)” and enter an address unless you want the card mailed to an address other than your primary mailing address (for example a TDY address).
- Please do not fax forms to me, I need originals.
- Do not forget to complete the online training and provide me with a copy of the certificate of completion or else I will not process your application.
- -The Application and Statement of Understanding must be signed by your Commander, Supervisor, Readiness NCO or First Sergeant.

Ms. Christine Garcia, Agency Program Coordinator
505-474-1842 or DSN 867-8842 or email address: Christine.D.Garcia@nm.ngb.army.mil

Online Training:

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/>